



## Assistant Water Distribution Manager

### Water Distribution

WD/2-846

#### JOB SUMMARY

This position is responsible for assisting in managing the repair and maintenance of the Water System's distribution system and managing the warehouse inventory.

#### MAJOR DUTIES

1. Assists in overseeing distribution operations.
2. Plans, manages and coordinates workflow of distribution crews.
3. Assists with main repairs, new taps, and meter installations as needed.
4. Train, supervise and evaluate personnel; Participates in the selection of new employees; approves leave requests; counsels and disciplines employees.
5. Assists in the development and implementation of standard operating procedures.
6. Coordinates with Customer Service personnel for effective workflow.
7. Prepares operational activity reports such as repair and maintenance, equipment and vehicle reports.
8. Inspects jobsites prior to, during and upon completion of projects.
9. Oversees and controls distribution warehouse; manages inventory control processes; manages spare parts inventory necessary for the distribution system in warehouse and on work trucks.
10. Prepares specifications and repair cost estimates for larger distribution system repairs or revisions.
11. Provide 24 hour on call emergency duty.
12. Assists and performs the duties of the Distribution Manager in their absence.
13. Completes employee performance evaluations.
14. Performs other related duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of water system distribution installation, repair, and maintenance procedures.
2. Knowledge of the location of water mains, valves, fire hydrants, and services.
3. Knowledge of county policies and procedures.
4. Knowledge of modern office practices and procedures.
5. Knowledge state and federal environmental regulations.
6. Knowledge of computers and job related software programs.
7. Skill in the operation of heavy equipment.
8. Skill in oral and written communication.
9. Skill in planning and meeting deadlines.
10. Skill in coordinating agendas and meeting deadlines.

#### SUPERVISORY CONTROLS

The Water Distribution Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include federal, state, and local laws; EPD, DNR, Safe Drinking Water, and Service Commission regulations; county codes and ordinances; employee safety and lost control guidelines; the Distribution Repair Manual; and department operating procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and administrative duties. Strict regulations contribute

to the complexity of the position.

- The purpose of this position is to assist in managing the repair and maintenance of the water distribution system. Success in this position contributes to the efficiency of Water System operations.

## **CONTACTS**

- Contacts are typically with co-workers, representatives of other local governments, and customers.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate and influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is performed sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, warehouse, or outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather. The work requires the use of masks, goggles, and gloves.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Water Distribution Crew Leader (3), and Water Distribution Maintenance Worker (6).

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.
- Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.